



Several simple navigational tools are built into this guide to help you find the tips and resources that interest you:

- The guide contains a button in the upper right of each page that will always return you to the main screen of the guide. From that main screen you can quickly reach any topic by clicking on it.
- The area on the right side of each page has navigational buttons that will take you to the next section (tips, insights, or resources).
- The resource pages have buttons that take you to materials that you can print out and use. Other buttons access information on how to order audiotapes and videotapes or request Federal Judicial Center programs.
- Each exercise and model contains a Back to tips button in the upper right corner of its first page (see sample at the top of this screen) that will return you to the main guide at the point where you left it.

Back
to tips 




Next
Skill 

Model 

More
Help 

- Occasionally, text will be highlighted. You can simply click on that text to go to the topic or resource indicated.

Acrobat Reader (the computer program you are using to read this document) also provides some navigational tools at the top of your screen:

- The Go Back and Go Forward buttons can help you retrace your movement within the guide and between the guide and documents. The Go Back button returns you to the same screen and view you last used. 
- The First Page button has the same effect as clicking the Main Menu button that appears throughout the presentation of skills and tips. 
- You can also navigate using the Bookmarks feature. When you click this button to display Bookmarks, they serve as an index to tips. You can click a triangle to expand any skill so that it displays the tips. 

- You will need to print out the exercises, job aids, and models, and the recap of supervisory skills and tips to use them. To view them on the screen (they will not fit on most computer screens), use the Hand and Zooming tools. The Hand tool drags your page around on the screen, and the Zooming tools enlarge (+) or reduce (-) the page.



Finally, experiment with the different ways your computer is set up to find what works best for you.

- You can use your "return" or "enter" key to move forward from one screen to the next. Holding down the shift key when you press "return" or "enter" takes you to the previous screen. If your keyboard has arrow keys, the right and down arrows move you forward a page, while the left and up arrows move you back a page.
- Try out the various page views to see which one best fits your monitor. Use the three buttons in the tool bar: the one at the left displays a page at 100%; the middle button scales the page to fit within the window; the third button scales the page width to fill the width of the window.

